



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PARALEGAL SUPERVISOR

Class No. 005768

■ CLASSIFICATION PURPOSE

To supervise the activities of a division or unit responsible for criminal and civil cases throughout the Office of the District Attorney; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the supervisory class of the series. A Paralegal Supervisor provides first-line supervision over a division or unit of subordinate Paralegals. This class differs from the next lower class, Paralegal II, in that the latter is the lead-level class and is responsible for providing technical guidance to subordinate paralegals. Paralegal Supervisors also perform the more difficult and complex assignments.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Interviews, selects, trains, assigns, and evaluates the performance of subordinate Paralegals.
2. Identifies and resolves division/unit procedural problems.
3. Develops, revises, and implements divisional/unit policies and procedures.
4. Provides input into budget matters, service and supply requisitions, and in planning divisional work flow and activities.
5. Prepares new forms for divisional use.
6. Provides investigative support on casework.
7. Interviews principals and witnesses.
8. Collects and reviews information.
9. Prepares correspondence and reports, and determines if there is a basis for action.
10. Acts as liaison between, County departments and outside agencies.
11. Obtains and provides information.
12. Maintains records, logs, and files.
13. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of supervision and training.
- Laws of arrest, rules of evidence, and courtroom procedures.
- Methods and techniques of investigation including the gathering and preservation of evidence.
- Related criminal and civil laws, codes, and statutes.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise and train Paralegals on investigative techniques.
- Plan, organize, direct, review, and monitor work assignments.
- Gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and make recommendations.
- Develop, revise, and implement policies and procedures.
- Effectively communicate, both orally and in writing.
- Collect, compile, and summarize information and prepare clear and concise reports.
- Maintain records, logs, and files.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: Completion of an American Bar Association approved paralegal program; OR, successful completion of the Certified Legal Assistant (CLA) examination of the National Association of Legal Assistants, Inc.; OR, an associate's degree or higher in paralegal studies (J.D. degree qualifies) from an accredited college or university; **AND**

1. Four (4) years of professional experience in a full-time paralegal position, of which two (2) years must have included working independently, performing the full range of paralegal duties on more complex cases and/or supervising subordinate paralegal staff; **OR**
2. Two (2) years of full-time experience as a Paralegal II at the County of San Diego performing journey or lead level investigative duties.

Note: Additional years of experience as described above may not be substituted for the education requirement on a year-for-year basis. Legal secretarial, clerical, or investigative experience is not qualifying.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens; busy courtrooms.

Transfer Policy

Appointees may be assigned to or transferred to any division or job-site based on departmental needs.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

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